

SURPLUS REQUEST FORM

School Name: Spencer Co. Elem.
Name: Gina McGinnis
Department: Office
Date: 7/22/19

Please print this form and email to Michele Barlow for Board approval.

Item	Qty	Reason for Surplus
^{19 inch} Sylvania TV/VCR combo	1	Outdated
Karaoke machine	1	doesn't work
DVD/VHS player	1	Outdated
remote controls	4	outdated